INTRODUCTION

1 Each year, the Commonwealth Government, through the Australian Research Council, makes available a number of awards for full and part-time postgraduate study to assist the participation of Australian postgraduate students in research training programs. These awards, known as the Australian Postgraduate Awards (Industry) (APA(I)s) are granted by the Australian Research Council through the Linkage scheme and are administered by Australian tertiary institutions. Students enrolled or enrolling in the Doctor of Philosophy (PhD), Doctor of Philosophy in Clinical Psychology, Doctor of Philosophy in Organisational Psychology, approved professional doctorate programs, the Master of Philosophy (MPhil), and approved masters programs at Griffith University will be eligible to apply for these awards.

HOW TO APPLY

2 Persons wishing to apply for an APA(I) are required to submit an application for candidature by completing the Griffith University 'Application for PhD or MPhil Candidature......', or the relevant application form in the case of persons applying for admission to another doctoral program approved for the award of an APA(I).

ELIGIBILITY REQUIREMENTS

3 Awards will only be available to those who -
   (1) are Australian citizens, New Zealand citizens or Australian permanent residents, or for Linkage grants from LP10 onwards, may be a citizen of an overseas country except New Zealand;
   (2) have an appropriate Honours 1 or high 2A (or equivalent) undergraduate degree;
   (3) are enrolling as full-time students (or part-time for those with part-time awards) in a research masters program or a doctoral degree (as listed in the 'Introduction' above), at Griffith University;
   (4) are not receiving similar funding or stipend from a Commonwealth Government Program;
   (5) have not already completed a degree at the same level as the proposed candidature, or at a higher level;
   (6) have not held an Australian Postgraduate Award or Australian Postgraduate Award (Industry) previously unless it was terminated within six months of the commencement of the benefits.

SELECTION PROCESS AND TIMING

4 The awards are offered to individuals on the basis of merit.

CONDITIONS OF AWARD

Tenure

5 An APA(I) holder may hold the award for up to two years, in the case of a masters candidate, and up to three and a half years in the case of a doctoral candidate, depending on the length of tenure that has been requested by the Chief Investigator(s) at the time of the ARC Linkage Grant application. The award is renewed on an annual basis subject to the maintenance of satisfactory progress by the candidate.

6 An award holder who commenced studies as a masters candidate and who, before the expiry of the award, is permitted to upgrade his/her candidature to doctoral status, may hold the award for a maximum of three and a half years, depending on the length of tenure that has been requested by the Chief Investigator(s) at the time of the ARC Linkage Grant application.

Commencement of Study

7 Doctoral and MPhil Candidates

   The ARC currently has two Linkage rounds each year. First round recipients must take up their awards between 1 January and 30 June of the first funding year. Second round recipients, must take up their awards between 1 July and 31 December of the first funding year.

8 Students admitted to programs that require completion of coursework awards will be taken up in the first week of teaching of the relevant semester.
Residence Requirement

9 Candidates in receipt of a scholarship must be located at Griffith University (ie, Brisbane/Gold Coast) throughout their period of tenure, with the exception of periods of approved fieldwork, unless the Dean, Griffith Graduate Research School, gives approval for the candidate to be located elsewhere than at Griffith University as a condition of acceptance of candidature.

Stipend

10 The stipend payable in 2012 for full-time awards for Linkage grants is $27,738 per annum (indexed annually). The stipend is indexed annually. Income derived by way of a Scholarship by a student receiving full-time education at a university may be exempt from tax under Section 23(z) of the Income Tax Assessment Act. It is the responsibility of the scholarship holder to assess the tax liability of their scholarship.

11 The stipend will be paid fortnightly into an account in a bank, building society or credit union. Payment will be made from the date of commencement of study, except where a scholar is already enrolled in the program, in which case payment may commence from the date of advice of the grant of the award.

Program Tuition Fees

16 Award holders who are Australian or New Zealand citizens or Australian permanent residents are exempt from payment of tuition fees under the Research Training Scheme. Payment of tuition fees is required for all other award holders.

Leave Arrangements

17 Award holders are entitled to -
(1) 20 days' paid recreation leave each year calculated on a pro-rata basis. No more than 20 days recreation leave may be accumulated and leave must be taken during the term of the award. No formal approval to take this leave is required however leave should be taken with the agreement of the award holder's supervisor

Suspensions (Leave of Absence)

18 Approval may be given for up to 12 months suspension during the tenure of the award, at the discretion of the Dean, Griffith Graduate Research School and with the approval of the industry partner. The period of suspension may be extended by up to 12 months if there are exceptional circumstances beyond the award holders’ control. Approval of such applications require the approval of the Minister, Department of Education, Training and Youth Affairs. Periods of approved suspension will be added to the normal time for which the award may be held. Before an award is restored after a period of leave of absence, the holder may be required to satisfy the Dean, Griffith Graduate Research School that he/she is able to resume study. Requests to suspend an award for more than two years will not be approved.

19 Approval to suspend an award within the first six months will not normally be given. An application to suspend an award within the first six months may be considered if there are exceptional circumstances beyond the award holders’ control. Approval of such applications require the approval of the Minister, Department of Education, Science and Training.

Employment

20 Award holders are only permitted to undertake a strictly limited amount of paid employment: no more than nine (9) hours a week will be permitted between the hours of 9.00am and 5.00pm Monday to Friday. Work performed outside of these hours should be at the approval of the principal supervisor.

Progress Reports

21 In common with all postgraduate candidates, an APA(I) holder is required to complete a progress report in respect of each year of candidature. Extension of award tenure each year will be dependent upon the maintenance of satisfactory progress. Reports are due on the 31 July each year.

Transfer

22 An APA(I) award may be transferred only in accordance with the transfer of the Linkage grant to which it belongs.

Termination of Award
An award will be terminated in any of the following circumstances -

1. at the end of the period of tenure provided for by the award;
2. on submission of the thesis, or in the case of an approved research masters program or professional doctorate degree, on 30 November of the year the award is due to terminate;
3. if the University is satisfied that the program of study is not being carried out with competence and diligence or in accordance with the offer of award, and no suitable arrangements can be made for continuation of the degree;
4. when the student ceases full-time enrolment without indication of a date at which full-time enrolment will be resumed or when approval has not been obtained to hold the APA(I) on a part-time basis;
5. if the award holder commences a period of suspension, or relocates remote from Griffith University (ie, Brisbane/Gold Coast), without the approval of the Dean, Griffith Graduate Research School;
6. if the award holder does not resume study at the conclusion of a period of suspension, or does not make arrangements to extend that period of suspension;
7. if the student ceases to meet the eligibility criteria specified in paragraph 3 of these Conditions of Award other than during a period in which the APA(I) is suspended;
8. if the University determines that a student is guilty of serious academic misconduct;
9. if the student fails to maintain satisfactory progress, as determined by the University.

If an award is terminated, it cannot be reactivated unless the termination occurred in error.

**SPECIFIC UNIVERSITY OBLIGATIONS**

**Reconsideration of Decision**

Unsuccessful applicants who feel they have grounds for dissatisfaction with the decision of the Board of Graduate Research Committee to not award them a scholarship may request reconsideration of the decision. Such a request should be made in writing and submitted to the Dean, Griffith Graduate Research School not more than 21 days after the date of the formal advice conveying the decision to the applicant.

**Supervision**

The University has provided the document, "Statement of Advice to Supervisors of Higher Degree Research Students" for use by both supervisors and students during the candidature.

**Problem Resolution**

The right of award holders to appeal against decisions is recognised. The University's Student Appeals and Grievances Policy is published at: www.griffith.edu.au/ua/aa/studentappeals/

**SPECIFIC STUDENT OBLIGATIONS**

Award holders shall diligently, and to the best of their ability, apply themselves to the successful completion of the degree. Award holders must immediately notify the University in writing if the award holder -

1. relocates away from Griffith University (ie, Brisbane/Gold Coast), other than for approved overseas study, approved suspension or approved recreation leave
2. discontinues full-time study
3. is absent for any reason for a period of fourteen days or longer from the award holder's place of study, except on approved recreation leave.
4. takes on employment exceeding clause 20

**Ethics**

Where necessary, award holders will abide by the National Health and Medical Research Council codes on human and animal experimentation, "Australian Code of Practice for the Care and Use of Animals for Scientific Purposes" and "The National Statement on Ethical Conduct in Research Involving Humans", and the University's safety practices.
Part-time Awards

Applicants with heavy care commitments or with a medical condition precluding full-time study may be permitted to apply for part-time awards. Part-time awards are not available to applicants seeking to work full-time or on a substantial part-time basis. Holders of a part-time award may convert to full-time at any stage. The University may also require holders to convert to full-time if the reasons for which the part-time award was granted no longer apply. The Taxation Act prevents this award being tax free. The part-time APA(I) stipend for Linkage grants awarded from 2005 onwards is $14,868 per annum. Part-time awards may be held for twice the duration of full-time awards.